

50509-05

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

## FOR AGENCY USE

Application Date

Application Number

## 1. Agency Address

Department of Offender Rehabilitation  
Administrative Office of the  
Commissioner/ Internal Affairs Div.  
#2 Martin Luther King Jr. Dr.  
Atlanta, Ga. 30334

## FOR RECORDS MANAGEMENT USE

Application Number

77-70-A

Date Received

DEC 9 1985

Date Completed

JAN 3 1986

## 2. Person to Contact

Amy Goldblatt

## Working Title

Associate Operations Analyst

## Telephone Number

656-4604

## 3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☒ Amend Application No. 77-70 Check One: ☐ Change; ☒ Supersede; ☐ Void

## 4. Dates of Series

Earliest

Latest

1972

Present

## 5. Records Series Title (followed by title used in office, if different)

Use of Weapons Files (Reports and Summary Logs)

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Internal Affairs Division is responsible for conducting investigations of misfeasance, malfeasance and criminal activity of State inmates, employees and those within the jurisdiction of the Department of Offender Rehabilitation.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
and investigating

Documents relating to: Receiving reports on use of weapons by institutional personnel in regard to inmates.

Included are:

Use of Weapon Reports, and statements from inmate and institutional personnel concerning the circumstances of incident reported, and summary log.

File is arranged:

By Institution in Chronological order

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) 1 BOX PER YEAR

^		If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 77-337, Ga. Code Ann. 42-5-36
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Inmate File ( Institution File ), and Regional Deputy Commissioner's File
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |                |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.   | d. Audit period                   | _____ years.   |
| b. Statute of limitation | 4 _____ years. | e. Administrative need            | 3 _____ years. |
| c. Federal law           | _____ years.   | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. See attached memorandum

b. Limitation on prosecution for felonies is 4 years (Ga. Code Ann. 17-3-1 (c)); however, court will often allow prosecution to commence within the year following.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention;
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	5/6/85
77-70A		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>[Signature]</i>	12-31-85
		Secretary of State/Designee	Date
		<i>[Signature]</i>	12/16/85
		Attorney General/Designee	Date
		<i>[Signature]</i>	1/2/86



4374-20  
12

# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Dept. of Offender Rehabilitation Administrative Office of the Commissioner/Internal Affairs Div. 800 Peachtree/Atlanta, Ga. 30308	77-70	
		Date Received	Date Completed
		FEB 15 1977	MAR - 4 1977
2. Person to Contact		Working Title	
Toni Buford		Intelligence Analyst	
		Telephone Number	
		894-5034	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)	
Earliest	Latest		
1973	Present	Use of Weapons Files	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
The Internal Affairs Division is responsible for conducting investigations of misfeasance, malfeasance and criminal activity of State inmates, employees and those within the jurisdiction of the Department of Offender Rehabilitation.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Receiving reports on use of weapons by institutional personnel in regard to inmates.			
Included are: Use of Weapon Reports, and statements from inmate and institutional personnel concerning the circumstances of incident reported.			
File is arranged: By Institution in Chronogolical order			
8. Monthly Reference Rate			
How often are records referred to which are:			
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 77-337
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Is this a vital record?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. Does this series have historical or long term research value?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>State file</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>5</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for <sup>security</sup> permanent retention; hold 70 years: then destroy
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>David Evans</i>		<i>Susan Davis</i>	2/14/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	3-3-77
		Secretary of State/Designee	2-28-77
		Attorney General/Designee	3-3-77